

DSETS

Procedures for DRAFT RFP Comments and Questions

1. To read the **Request for Proposals** Click on **DRAFT RFP** in the DSETS Home Page area.
2. To submit questions, go to the **DRAFT RFP QUESTIONS AND COMMENTS** icon
Click on the **DRAFT RFP QUESTIONS AND COMMENTS** icon.
A **Mail To:** screen will appear with the E-Mail address
3. Enter your question and press the send button at the bottom of the **Mail To:** box
Your question will be forwarded to the persons designated in the E-MAIL.
If your questions are lengthy, you may want to ATTACH a word processing document in either Word 6.0 or Word Perfect 5 to the E-Mail file. After the word processing document is attached, press the **SEND** button at the bottom of the E-MAIL.
4. In the **DSETS Question and Response** area; press the icon for **DSETS Q & R**
All vendor questions and responses to the questions will be provided for review.
5. A general list containing questions from vendors and responses from the government will be placed on the HOME PAGE for all to review. The generalized list is titled **DSETS Questions and Response (DSETS Q&R)**.
6. The **DSETS Questions and Response (DSETS Q&R)** list will not contain any reference to the vendor.
7. The questions will then be placed on the **(DSETS Q&R)** list. The list will combine similar questions and address responses.
8. Vendor questions shall **not** contain any company proprietary information.